

SENIOR HOUSING SPECIALIST

DEFINITION: Under general direction, performs work of considerable difficulty in planning, developing and coordinating the execution of housing development activities; serves as the program specialist engaged in broad management functions associated with managing and monitoring public housing funds; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Serves as the principal project specialist in monitoring public housing funds; assures funding source through established accountability, appropriated fund are spent in compliance with housing laws and regulations; formulates housing development policies and procedures; initiates proposals to secure public housing funds from various federal, state and private agencies; serves as principal point of contact between various departments, public and private agencies, organizations and individuals

Provides housing assessments, material estimation, planning and construction management, inspection, and project monitoring; researches information and prepares required reports, recommendations, agreements, contracts, correspondence and various program specific documentation; assists appropriate agencies with promotion of housing development and construction activities; identifies funding sources, obtains program funding, and administers contracts, and grants.

Responds to public and internal inquiries/complaints and provides information; interprets policies and/or resolves issues; oversees existing departmental work-in-progress; plans and develops new projects based upon community requirements; assists in the preparation of the departmental budget and monitors expenditures; may act as the Department Manager in his/her absence.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of public administration and economic/community development.

Knowledge of principles and practices of program planning, management, and evaluation.

Knowledge of grant, proposal, and budget preparation and administration.

Knowledge of applicable tribal, federal/State/local laws, rules, regulations, policies, and procedures.

Knowledge of physical, social, and economic demographics and community resources.

Skill in establishing and maintaining effective working relationships with others.

Skill in communicating effectively.

Skill in presenting and explaining program goals, objectives, policies, and procedures.

Skill in coordinating and prioritizing multiple tasks, projects, and program activities.

Skill in preparing and administering budgets grants, and contracts.

Skill in researching, analyzing, and reporting data.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a typical office environment.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Business Administration or closely related field; and three (3) years experience in professional planning, preferably in a supervisory/management capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 3420
Community and Economic Development Series
Land Clearance Group
Overtime Code: Exempt
Pay Grade: 65

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Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.